



## **ARIZONA SICK LEAVE POLICY**

Effective March 1<sup>st</sup>, 2019

VanderHouwen provides its employees with sick leave in accordance with Arizona State Law. In the event of any conflict between this policy and applicable law, the law will be followed. For any questions about sick leave, please contact Human Resources at [hr@vanderhouwen.com](mailto:hr@vanderhouwen.com).

### **Eligible Employees**

VanderHouwen contractor employees working in the state of Arizona will be eligible for up to 40 hours of paid sick leave per year. For purposes of sick time, the year is defined as January 1 through December 31. Eligible employees begin accruing sick time on the first day of employment. Eligible employees may begin using sick time on their 90th calendar day of employment and may use sick time as it is accrued.

### **Sick Time Accrual**

Eligible employees earn 1 hour of sick time for every 30 hours worked and may accrue a maximum of 40 hours of sick time in a year. Exempt employees are presumed to work 40 hours in each workweek for the purposes of sick time accrual unless their normal workweek is less than 40 hours, in which case sick time is accrued based upon the employee's normal workweek.

Eligible employees may carry over up to 40 hours of accrued, unused sick time from one year to the next resulting in a maximum accrual balance of up to 80 hours. Employees may, however, only use a maximum of 40 hours of sick time per year.

Each employee will be provided a written accounting of the amount of accrued and unused sick time available. *Please check your pay stub for this information or contact [hr@vanderhouwen.com](mailto:hr@vanderhouwen.com).*

## **Qualifying Absences**

Sick/Safe time may be used for the following reasons:

- The diagnosis, care, or treatment of an injury, illness or health condition of, or preventative care for, the team member or the team member's family member;
- The closure of the team member's place of business,
- The closure of a school or place of care for a child of the team member or a child of the team member's spouse or domestic partner,
- Any other public health emergency; or
- To address domestic or sexual violence, abuse, or stalking.

For purposes of this policy, "Family member" includes a spouse or registered domestic partner; a child of the team member or the team member's spouse or domestic partner (regardless of the child's age), including a biological, adopted, step- or foster child, or legal ward, or a person to whom the team member or the team member's spouse or domestic partner stands, or stood, *in loco parentis*; a parent of the team member or the team member's spouse or domestic partner, including a biological, foster, step- or adoptive parent or legal guardian; a grandparent, grandchild, or sibling of the team member or the team member's spouse or domestic partner; or any blood relative or person of such affinity or close association as to be the equivalent of a family member.

## **Use of Sick Time**

Sick time may be used for qualifying absences in increments of one hour and may be used to cover all or part of a shift. Employees must use sick time for qualifying absences. However, employees may choose to trade shifts instead of using sick time if approved by his or her supervisor. When using sick time, employees are not required to find coverage for their shift. When using sick time, employees will be paid at the rate the employee would have earned had they not been absent, however, employees will not be paid for lost tips, commissions, or overtime.

Accrued, but unused sick time will not be paid to the employee upon termination, resignation, retirement, or other separation of employment. An employee rehired within nine months of separation is entitled to use previously accrued sick time immediately upon re-employment.

### **Employee Notice**

Team members requesting time off under this policy must provide as much advance notice as possible, if the need for leave is foreseeable. Where the need for sick leave is unforeseeable, team members must provide notice as soon as practicable. Employees must make reasonable efforts to schedule planned sick leave in a manner that does not unduly disrupt operations and should attempt not to schedule sick leave during peak work hours, when work is time-sensitive, or when mandatory meetings are scheduled.

When sick leave is unforeseeable, the employee must verbally notify his or her supervisor and send a message to [hr@vanderhouwen.com](mailto:hr@vanderhouwen.com) of the need for sick leave before the start of the scheduled work shift, or as soon as practicable. Employee shall submit a written Paid Sick Leave Request Form to Human Resources within 5 days of returning to work (only two exceptions to the 5 day rule will be granted so long as the form is received prior to next payroll period). VanderHouwen may deny sick leave if the employee fails to provide notice as stated in this policy or fails to reasonably attempt to schedule sick leave in a manner that does not unduly disrupt operations.

### **Employee Documentation**

Employees are to submit VanderHouwen's Paid Sick Leave Request Form when requesting paid sick time for the appropriate pay period. If an employee uses more than three consecutive days of sick time, VanderHouwen may request supporting documentation verifying the employee was out for a qualifying reason.

### **Interaction with Other Leave**

An employee's use of sick time may run concurrently with other leave taken under local, state or federal law, including leave taken pursuant to the Family Medical Leave Act (FMLA).

**Prohibition on Discrimination**

No employee will suffer discrimination or retaliation for requesting, using, or complaining that they are not receiving sick time as required by the law. Employees may file a complaint with the Arizona Labor Commissioner if they feel sick leave has been denied or if they believe they have suffered retaliation for requesting or taking sick time. Employees are also encouraged to bring any concerns to Human Resources about the use of sick time or possible retaliation.

*For more information on sick leave, please see Human Resources or the posted Notice.*

**VanderHouwen**  
**Acknowledgement of Revised Policy**  
**Effective March 1<sup>st</sup>, 2019**

I acknowledge that I have received the Arizona Sick Leave policy for the Employee Handbook.

The attached policy is intended to be an addition to the current Employee Handbook.

I understand that it is my responsibility to read and comply with this policy. I further understand that I should consult my manager regarding any questions raised by this policy and not answered by the Employee Handbook.

Employee's Name (printed): \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_